



Minor Grading Small Repairs/Erosion Control Standard Operating Procedure

Inactive Landfill Maintenance

Minor issues requiring small repairs are usually discovered during the Board Order 97-11 Quarterly Site Monitoring and/or Regulatory Inspections (areas of concern and/or violations) cycles. These tasks typically include repair of surface cracks, exposed trash, and regrading of top decks and slopes to remove ponded areas and re-establish grade.

Guidelines:

1. Determine extent of area requiring repair/re-grading. (Obtain information on area in question from other Inactive Landfill staff members, photos, inspection reports an/or site visits). Be aware of Landfill Gas appurtenances and alert LFG staff if there are conflicts with the proposed grading.
2. Estimate approximate amount of material (i.e. soil and/or mulch, etc.) required to repair the area in question or to control erosion. Prepare plans if necessary, delineating the work.
3. Rank priorities with other Inactive Landfill staff members. Obtain Inactive Landfill Supervisor's approval of priorities ranking. (Notify LEA, RWQCB, and SDAPCD if warranted).
4. If sufficient material is unavailable, make necessary arrangements with City staff and/or current contractors to procure required materials. If you are working within a paved area, arrange to have pavement broken up five feet (5') beyond limits of repair area.
5. Schedule to have work done with City forces and/or contractor. Meet on site, if possible, and make sure everyone knows extent of work and required completion date, if any. Locate (flag, if necessary) all LFG appurtenances (above ground and buried) and utilities (if any).
6. If possible and job warrants, visit work site to ensure work is proceeding according to plan. (Document repairs via photographs for possible inclusion in Regulatory reports.)
7. Report completion of work to appropriate parties (if required). Note completion of work in site log and process all invoicing requests, if any, in a timely manner.



Minor Grading Small Repairs/Erosion Control Standard Operating Procedure

REFUSE
DISPOSAL
DIVISION

Benefit of Compliance to Instruction:

- Required work is completed in a timely manner
- Maintain compliance with permit conditions
- Reduction in Landfill Management costs

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agency
- Increased costs for repairs (small problems become large problems)
- Potential impacts to the environment, such as:
 - landfill gas migration
 - surface water
 - habitat restoration projects

Environmental Management System (EMS) – ISO 14001

Process Map #: SM-1.0

Reviewed by: Mike Thompson, *Project Officer II*

Approved by: Steven F. Fontana, *Deputy Environmental Services Director, Refuse Disposal*

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and RDD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.